



**Lodging Justification  
FOR OVER THE PER DIEM RATE**  
Revised 7/13

All travelers must provide a justification and obtain prior approval from the procurement office to exceed the maximum Federal lodging rate. Maximum lodging per diem rates can be found at [www.gsa.gov](http://www.gsa.gov).

**Please note the following:**

- To receive the NYS approved rate, *you must request it when making your reservation*. Most facilities will ask that you provide your State (SUNY) ID when checking in to verify your state employee status.
- If traveling out of state, you should still request the NYS lodging rate. Many facilities will extend this rate to state/federal employees regardless of your home state.
- If you're unable to secure the NYS lodging rate, this form must be completed, approved, and then forwarded to the Purchasing & Payables office at Canton *at least two weeks prior to travel*.

Traveler's Name: \_\_\_\_\_ Travel Dates: \_\_\_\_\_  
 Destination (City/State): \_\_\_\_\_ Name of Hotel: \_\_\_\_\_  
 Per Diem Rate: \$ \_\_\_\_\_ /night Actual Rate: \_\_\_\_\_ /night

**Please authorize my hotel expense which was higher than the allowed per diem rate because:**

- The hotel is where the conference was held, saving excessive additional travel expenses since there was no available lodging within the rate at a location nearby.
- The hotel was the least expensive hotel in the conference area.
- The hotel was the only one available in the conference area.
- I shared this room with a colleague (name) \_\_\_\_\_
- The hotel had a discounted rate because it was suggested by the conference.

Other: \_\_\_\_\_

I certify that I have researched and attempted to find a hotel that offers state rate. For the reason I have indicated above I was unable to find a rate better than the one I have indicated on my T-1. Should this reason prove to be false I will only be reimbursed the per diem rate as stated on the OSC website.

Traveler's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisors signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Business office signature \_\_\_\_\_ Date \_\_\_\_\_